



KING COUNTY
IT PROJECT MANAGER II
(TERM LIMITED)
DEPARTMENT OF JUDICIAL ADMINISTRATION
Annual Salary Range: \$78,335 - \$99,294
Job Announcement: 05WM5603
OPEN: 2/8/06 CLOSE: Open Until Filled

WHO MAY APPLY: This position is open to the public.

WHERE TO APPLY: Required forms and materials **must** be sent to: **516 3rd Ave, Room E-609, Seattle, WA 98104**. Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Teresa Bailey at (206) 296-7868 for further inquiries.
PLEASE NOTE: Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), resume and a detailed cover letter describing your experience and how you meet or exceed the requirements for the position are required.

WORK LOCATION: King County Courthouse, Seattle

WORK SCHEDULE: Monday through Friday, 8:00 a.m. to 5:00 p.m.

PRIMARY JOB FUNCTIONS: Manage the scope, schedule and budget of multiple technology projects , which includes the development and implementation of capital technology projects. Act as Chief staff person to the Advisory Committees, which may be made up of Judges, Department Directors, Outside Agencies Chief Operating Officers and Attorneys; Supervise technology staff assigned to the Project; Write RFPs and let contracts related to the assigned projects for consultant services and systems development, integration, and implementation; Manage/supervise all contracts and contractors; Promote and market the E-Service Project; manage and supervise internal and external staff and committees assigned to promote the Project ; Supervise operational staff and committees assigned to the project; Manage Law, Safety and Justice integration and legal community interface with projects; Organize and facilitate business meetings to determine scope and phasing of project.

QUALIFICATIONS: A Bachelor's Degree in business, public administration, computer science or closely related field or the equivalent combination of education and experience. Five years of increasingly responsible experience in a management or administrative capacity is required. Specific work experience in the technology project management field is necessary. Demonstrated ability to apply the principles and techniques of automated information reporting systems is necessary. Work experience with web applications for secure data collection and delivery is preferred. Work experience for a public agency is preferred. Work experience in an administrative capacity which demonstrates the ability to manage data processing projects may substitute for the direct experience in a data processing field environment.

SPECIAL REQUIREMENTS: No felony convictions in last ten years.

CLASS CODE: 8959 SEQUENCE NO.: 0583

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY